

PS 3000.02 CN-38 HUMAN RESOURCE MANAGEMENT MANUAL



# Change Notice

DIRECTIVE AFFECTED: 3000.02  
CHANGE NOTICE NUMBER: 38  
DATE: 4/25/2003

1. **PURPOSE AND SCOPE.** To update the Human Resource Management Manual regarding the area of consideration for merit promotion vacancies.

2. **SUMMARY OF CHANGES.** Program Statement 3000.02, the Human Resource Management Manual (HRMM), Chapter 3, is being updated to clarify the area of consideration for local and nationwide merit promotion vacancies.

Local vacancy announcements exclude travel and transportation reimbursement. Nationwide vacancy announcements may or may not include travel and transportation reimbursement, depending on the supply of applicants in the local commuting area and the need to expand beyond the local commuting area to evaluate all candidates.

3. **TABLE OF CHANGES**

**Remove**

Chapter 3, Pages 27 - 30

**Insert**

Chapter 3, Pages 27 - 30

4. **ACTION.** File this Change Notice in front of Program Statement 3000.02, the Human Resource Management Manual.

/s/  
Harley G. Lappin  
Director

c. Reinstatement, transfer, promotion, demotion, or detail of an employee to a position having promotion potential no greater than that of a position currently or previously held on a permanent basis under a career or career-conditional appointment; and the employee was not demoted or separated from that grade due to deficiencies in performance or "for cause" reasons.

d. Promotion occurring during a reduction-in-force when a slightly higher pay rate is attained, resulting technically in a promotion.

e. Corrective action taken under this plan or other existing appeal procedures.

f. In order to comply with provisions of the DOJ CTAP, temporary promotion of 120 days or less.

g. Detail to a higher graded position of 120 days or less.

h. Promotion of employees who are within reach on an OPM, SEU or DEU certificate of eligibles.

- \* 7. AREA OF CONSIDERATION. The area of consideration for filling any position covered by this plan is the geographical area in which an intensive search is made to locate eligible candidates. When determining the area of consideration for a vacancy announcement, careful assessment must be made of the availability of likely candidates. To ensure fair and equitable treatment of all job applicants, only those individuals inside the area of consideration will be considered for the vacancy.

a. Minimum Area of Consideration. The minimum area of consideration is the local commuting area or geographic area in which it is expected that sufficient best-qualified applicants will be located to fill the position. No minimum area of consideration may be smaller than the local commuting area and must include all BOP Career Transition Assistance Plan (CTAP) eligible surplus or displaced employees. The announcing office will initially circulate vacancy announcements throughout the minimum area of consideration.

For positions at grade level GS-14 and above, the minimum area of consideration is Department-wide unless an exception is granted by the Bureau Personnel Director's authority. \*

b. Outside Applicants. If appropriate, qualified applicants who are eligible for transfer or reinstatement from outside the Bureau of Prisons will receive the same consideration as candidates from within the Bureau of Prisons.

c. Reannouncement. The reannouncement of advertised vacancies may occur when the selecting official deems it necessary. Among the acceptable reasons for reannouncements are:

- Ž A desire to broaden the applicant pool.
- Ž Interest in expanding the grade levels of staff eligible to compete for the vacancy.
- Ž Enlarging the area of consideration for the vacancy.
- Ž Compensating for administrative error.

8. METHOD OF LOCATING CANDIDATES. The primary method of locating candidates is through a one-time vacancy announcement which must be distributed at least throughout the minimum area of consideration. **One copy of local announcements for bargaining unit positions will be forwarded to the local union president.**

Nothing in this plan is to be construed as limiting supervisors' rights and obligations to counsel and encourage employees to apply for announced vacancies.

9. VACANCY ANNOUNCEMENT REQUIREMENTS. The Human Resource Management Office, under the jurisdiction of the selecting official, will prepare and circulate vacancy announcements. All nationwide announcements will be distributed by electronic mail.

- Ž See Attachment 3-9 for an example of a vacancy announcement.

Except for omnibus announcements for new institutions described below, vacancy announcements, at a minimum, must include the following information:

- a. Announcement number. (except DOJ announcements)
- b. Number of vacancies.
- c. Opening date.
- d. Title, series, grade, and salary range of the position.
- e. Location of the position.
- f. Closing date for acceptance of applications. The closing date must be at **least 15 working days after the issue date**. Applications must be received at the facility of the announcing office **by the closing date**.
- g. Brief statement of the duties of the position.

h. Brief statement of the qualification standards for the position, clearly stating the requirements of the position.

i. If qualification standards are modified under the provisions of the General Policies and Instructions for the Operating Manual of Qualification Standards for General Schedule Positions, a brief description of the modified standards must be included in the announcement.

j. Quality ranking factors or selective placement factors, if any.

k. Knowledge, Skills, and Abilities (KSAs) required by the position, along with identification numbers. The identification number corresponds to the Supplemental Application Form (SAF) and will appear next to each KSA on the announcement. If positions are announced at multiple grade levels, a separate list of KSA's will be required for each grade level, unless two or more grade levels have identical KSAs.

l. If the position has known promotion potential, a statement to that effect including the potential grade.

m. Application procedures, including forms to be submitted.

\* n. A statement indicating whether travel and transportation are authorized.

C Local vacancy announcements will be advertised without travel and transportation reimbursement.

C Nationwide announcements **may exclude** travel and transportation reimbursement if/when management determines a sufficient number of applicants exist within the local area.

\*

o. A statement indicating whether the position is included in or excluded from the bargaining unit.

p. **If the position is a secondary law enforcement position, a statement that individuals selected who are under the Federal Employees Retirement System (FERS) and who have not had three years "primary" law enforcement retirement coverage, will not be covered by law enforcement retirement while in this position. To regain coverage, individuals must return to a position with "primary" coverage. Affected applicants must sign an acknowledgment statement (Attachment 3-10).**

q. If the position is with the National Institute of Corrections (NIC), or is a non-institution clerical or administrative support position (one-grade interval) [**Exception:** 963 Series, Legal Instruments Examining], a statement that employees who transfer to these positions will lose law enforcement coverage and will need to return to a position with "primary" law enforcement coverage to regain coverage. An acknowledgment statement must be signed by applicants (Attachment 3-10).

r. For positions that require mobility (i.e. trainee positions), it must be stated in the announcement and applicants must complete a mobility statement (Attachment 3-21).

s. If the position to be filled is located within a Bureau institution, all applicants not currently working in an institution will be required to complete a qualification inquiry regarding convictions of misdemeanor crimes of domestic violence.

t. If the announcement will be distributed outside the Bureau, the following statements will be included if the position is located within an institution:

Ž In accordance with 5 U.S.C. § 3307, the maximum entry age of 36 has been established for initial appointment to a position in a Bureau of Prisons institution;

Ž Initial appointment to a position in a Bureau institution is subject to satisfactory completion of the Introduction to Correctional Techniques course at Glynco, Georgia;

u. Applicants for initial appointment to a position in the Bureau of Prisons are subject to a urinalysis test for drug detection.

v. All applicants will be instructed to submit their applications directly to the announcing office.

w. A statement detailing the requirement of successful completion of a supervisory/managerial probation period, if it is a requirement for the position.

x. A statement indicating eligible external applicants must meet all application criteria and conditions of employment (i.e., submit all required documentation, age requirement, pre-employment interview, panel interview, physical, reference checking, etc.).